



Illinois Department of Transportation

Memorandum

To: DIRECTORS, DEPUTY DIRECTORS, AND BUREAU CHIEFS
From: Dianna L. Taylor
Bureau Chief of Personnel Management
Subject: Technical Vacancy
Date: January 22, 2016

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement January 25, 2016 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Friday, February 5, 2016**. Applicants will not be accepted after that time and date.

All applicants will receive a position description for the position they are applying for. If you have any questions, please contact Halie Zulauf or Denise Hamilton at 217/782-5594.

TM II

Business Services Technician
Region 5/District 9/Administrative Services
Highways
Carbondale

Attachments
40775

Technical Applications (PM 1080) **must be received** by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) by **Friday, February 5, 2016**, 4:30 p.m. Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews.



Illinois Department of Transportation

An Equal Opportunity Employer

Position Summary Sheet

Classification:	Technical Manager II	Salary Range:	\$4,105 - \$7,315
Position Title:	Business Services Technician	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW412-23-59-102-00-02	IPR#:	40775

Office/Central Bureau/District/Work Address:

Division of Highways/Region 5/District 9/Bureau of Administrative Services, 2801 W Murphysboro Rd, Carbondale, IL

Description Of Duties:

This position is accountable for providing assistance in a number of varied functions including but not limited to the district motor pool, district supply stockroom, annual physical inventory of district equipment, preparing invoices for payment and maintaining various databases and records.

Special Qualifications:***The following criteria is required:***

- Valid drivers' license
- Extensive travel with possible overnight stays; occasional call-ins and overtime

The following criteria is desired:

- Knowledge, skill and mental development equivalent to completion of four years of college in a business related curriculum
- Minimum two years' office experience
- Experience overseeing 50+ pool of motor vehicles
- Experience with inventory control, general locksmith duties and basic building maintenance
- Proficient in Microsoft Office
- Experience with Management Maintenance Information System

Shift/Remarks:

8:00 am – 4:30 pm / Monday - Friday

**ILLINOIS DEPARTMENT OF TRANSPORTATION
POSITION DESCRIPTION**

DATE:	October 1, 2015	POSITION:	Business Services Technician
APPROVED BY:	<u>Jeffrey L Keirn</u>	OFFICE/DIVISION:	Highways, District 9, Administrative Services
CODE:	PW412-23-59-102-00-02	REPORTS TO:	Business Services Manager

Position Purpose

This position is accountable for providing assistance in a number of varied functions including but not limited to the district motor pool, district supply stockroom, annual physical inventory of district equipment, preparing invoices for payment and maintaining various databases and records.

Dimensions

Annual Value of Supplies Distributed:	+/- \$250,000
Commodity Inventory:	1,500 items stocked
Vehicles in Motor Pool:	50-60

Nature and Scope

This position reports to the Business Services Manager. There are no subordinate positions.

The incumbent in this position is responsible for providing assistance for support required for district office personnel to perform their work without interruption. S/he assists in the acquisition and distribution of supplies. The incumbent assists in maintenance of the district commodity and equipment inventory control record system; operation of the district motor pool; and the completion of the annual physical inventory of all district equipment.

Typical problems involve rationing available supplies, materials, and equipment to district personnel; scheduling and assigning motor pool vehicles to provide transportation for employees; scheduling vehicle repairs and service so as to properly maintain pool vehicles; and, prioritizing tasks to achieve maximum productivity. The greatest challenge to this position is the maintenance of Business Services databases to ensure accurate and up-to-date information for fleet maintenance and inventory purposes.

The incumbent personally performs such functions as acquiring maps and reproduction supplies; acquiring and distributing engineering field supplies and items from the stockroom; maintaining the district stock of engineering, surveying, and other related equipment; assigning pool vehicles and scheduling repairs and service and maintaining various vehicle and supply records; assisting in the annual physical inventory; entering data in statewide databases; preparing price quotes, invoices and requisitions for the Business Services Manager's approval; the tagging and distribution of all non-operations equipment; handling locksmith functions for the District and Maintenance Yards and maintaining the key registry; submitting appropriate work orders to CMS as required; assisting with all telecommunication issues for the district, including all mobile devices; and assisting with the development of the district's annual Capital Improvement Plan.

In this position the incumbent refers all requests of an unusual nature to his/her supervisor. Such requests normally are caused when materials, supplies and equipment are not available through normal channels and require special orders from outside suppliers. This position requires a valid driver's license; extensive travel both within and outside the district as needed, which could include overnight stays; and have occasional call-ins with overtime during evenings and weekends.

On a daily basis the incumbent is in contact with district personnel and Central Office stockroom personnel, as well as with outside vendors. In providing these services the incumbent often encounters problems and must consult with others to clarify needs or advise as to the availability of certain items.

The performance of the incumbent in this position may be evaluated by District personnel who are able to perform their duties uninterrupted and are not hindered due to lack of supplies or inoperable equipment.

Principal Accountabilities

1. Assists with the operation of the district office supply stockroom. Distributes parcels delivered by UPS, airfreight and truck freight.
2. Operates the district motor pool, assigns vehicles, obtains necessary repairs, conducts safety inspections, maintains vehicles in a clean and safe operating condition, and maintains motor pool and non-operations vehicle cost, usage and repair records.
3. Prepares price quotes, invoices and requisitions for the Business Services Manager's approval, enters data in statewide equipment database, tags and distributes all non-operations equipment.
4. Assists in conducting the annual physical inventory of all district equipment and real property and assists Business Services Manager in maintaining district property control data.
5. Handles locksmith functions for the District and Maintenance Yards and maintains key registry.
6. Submits appropriate work orders to CMS as required.
7. Performs other duties as assigned.
8. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.